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A  
S Y S T E M  
OF  
S H O R T - H A N D :

INVENTED

BY

Mr. JEREMIAH RICH,

AND IMPROVED

BY

Dr. DODDRIDGE.



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O X F O R D :

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## RULES FOR THE LEARNER.

1. Commit the alphabet to memory, and learn to write it with ease and accuracy.
2. Carefully copy all the examples of letters joined together in § IX.
3. Learn diligently the vowels' places in § IV. and imitate the examples in § X.
4. Before you proceed farther, commit to memory the prepositions and terminations in § V. and write carefully over the examples in § XII.
5. It will be advantageous if the learner could next repeat by memory the arbitrary and symbolical characters in § VI. and the contractions, &c. in § VII and § VIII. in order to prevent him from writing those words by the rules of the alphabet and vowels' places. Then, covering the short-hand characters, let him try to write them all from the words, regularly, as they lie through the book, and in two or three trials he will accomplish it with ease. He will afterwards need nothing but practice to render him perfect.

§ I. THE LETTERS OF THE ALPHABET.

A	After	N	In, inn
B	Be, bee	O	Order
C	Church, that	P	Principality
D	Nothing	Q	Question
E	Eminent <i>the</i>	R	Remnant
F	If, of	S	Small
G	God	T	Thee, <i>theu</i>
H	Hospitality	UV	You
I	I, eye	W	When
K	King	X	Example
L	Lord	Y	Jerusalem
M	Man	Z	His, is

Most words in short-hand are composed of the letters of the alphabet, like other writing, excepting that various methods of abbreviation are used.

**§ II. OBSERVATIONS ON SOME OF THE LETTERS.**

1. A and T, which are much alike, are thus distinguished: **A** is longer than **A**, and is usually made from the bottom and joined to the next letter by the top; but T is generally begun at the top and joined by the bottom, as **AL** /, **TL** \, **AN** /, **TN** \

2. C is never used as a single letter, but S is put for C when soft, and K when hard.—C made small stands for TH, large for CH.

3. There is no J, but G is used instead of it.—I is commonly used at the end of a word for Y.

4. "O" in writing quick is frequently rounded like L\, as **OM** \, **ON** \, **NOON** \

5. Q stands for QU, the U being omitted after Q, as it is always understood.

6. R after another letter is commonly made by a small scratch, as **AR** /, **TR** /, **MR** /, **DR** /

7. There is but one character for U and V; but this is seldom used as a vowel; except at the beginning of a word.

8. X, which resembles K, is made larger, and somewhat sloping. Some occasionally use the common x.

9. No double letters are used in short-hand, excepting that two L's are put for PL, as for PH F is written, the sound only being regarded. So K for CK, &c.

### § III. OF THE JOINING OF LETTERS,

1. The letters in short-hand are always joined together without any stroke between them.—They should also be joined immediately without taking off the pen.

2. The letter J, being only a tittle, is excepted; but this is never used, unless at the beginning or end of a word.

3. When two letters are not joined together, it implies that a vowel intervenes, and that vowel is expressed by the position of the second letter. See the next Section.

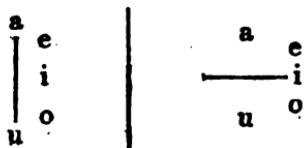
4. Some few letters, viz. lineal and perpendicular strokes, are not easily joined so as to be distinguished; for instance, M and N, B and H. In these cases, they may either be made longer than ordinary, or one of them made somewhat thicker than the other, of which examples are hereafter given.

**NOTE.** Those who have already learned this short-hand, may observe that the examples from RICH, of what are called Double Consonants, are here omitted. A little reflection will convince any one that these had no sort of propriety, and they will be found to be entirely superseded in the following pages.

## § IV. OF THE VOWELS.

1. Excepting at the beginning of words, the vowels are for the most part omitted, and the consonant following put in a particular position about the preceding.

2. The places of the several vowels are these.



### EXAMPLES.

bad <sup>i</sup> bed <sup>e</sup> bid <sup>i</sup> bod <sup>u</sup> bud <sup>u</sup>  
mas <sup>e</sup> fel <sup>e</sup> wil <sup>i</sup> top <sup>o</sup> sun <sup>u</sup>

3. When a word ends with a vowel, a dot is put in that vowel's place; as, ba*.* bi*.* bo*.* &c.

4. Y is considered as an I, and if the word ends with ay, a dot is put in the A's place, as say <sup>i</sup> day <sup>e</sup> way <sup>i</sup>; but in other cases the Y is written; as, boy *y*

5. No diphthongs are admitted; and when any two vowels come together in the same syllable, one of them only is used; as, seem <sup>e</sup> book <sup>e</sup> fear <sup>e</sup> field <sup>e</sup>

6. But if two vowels come together in different syllables, the first is omitted and the other put in that vowel's place; as, lion  $\text{ʌv}$  liar  $\text{ʌɪ}$  doer  $\text{əʊ}$  fuel  $\text{eɪ}$ ,

7. In some cases however, it is more convenient to write a vowel than to omit it; as, name  $\text{ɛɪ}$  meet  $\text{f}$  moon  $\text{ʊ}$

8. In some short words, neither the vowel nor its place is regarded; as,

good $\text{u}$	not $\text{ɒ}$	with $\text{ɪ}$
sir $\text{ɛ}$	did $\text{ɪ}$	had $\text{h}$
for $\text{v}$	well $\text{l}$	said $\text{d}$
nor $\text{o}$	which $\text{tʃ}$	sin $\text{s}$

$\curvearrowleft$  and is hastily made like ad  $\curvearrowright$

9. E final, not being sounded, should always be omitted; as, some  $\text{t}$  time  $\text{ɪ}$  except in a few cases, where it may be necessary to distinguish one word from another. E is also sometimes used at the end of a word for Y; as, any  $\text{e}$  honey  $\text{eɪ}$

10. When a word consists of two or more syllables, the vowel in each may be omitted, and its place observed as when there is but one; as, London  $\text{ʌv}$  vanity  $\text{eɪ}$

**§ V. MARKS FOR PREPOSITIONS AND  
TERMINATIONS OF WORDS.**

ac, act - - - - -	<i>a</i>	sion, tion - - - - -	<i>o</i>
com, come - - - - -	<i>o</i>	tent - - - - -	<i>A</i>
ean, cen - - - - -	<i>A</i>	ment - - - - -	<i>m</i>
car, cor - - - - -	<i>c</i>	mount - - - - -	<i>m</i>
under - - - - -	<i>v</i>	scent, sent - - - - -	<i>{ o</i>
pra - - - - -	<i>o</i>	scient, science - - - - -	<i>ee</i>
pre - - - - -	<i>o</i>	union - - - - -	<i>u</i>
pro, pru - - - - -	<i>g</i>	trans - - - - -	<i>u</i>
temp, tempt - - - - -	<i>T</i>	serve - - - - -	<i>{ s</i>
coun, count - - - - -	<i>a</i>	sive, cieve - - - - -	<i>{ e</i>
ation - - - - -	<i>a</i>	suff - - - - -	<i>s</i>
cation - - - - -	<i>e</i>	sub - - - - -	<i>f</i>
lation - - - - -	<i>t</i>	ous, ious - - - - -	<i>b</i>
nation - - - - -	<i>n</i>	vert, verse - - - - -	<i>v ity</i>

These marks may be used promiscuously for prepositions or terminations, or intermediate syllables; and some of them likewise for whole words. For the manner in which they are compounded, see § XII.

Though it was proper to retain them all, it will be found that some of them take more time to make than would be sufficient to write the letters. This also applies to some of the following characters.

*The marks for ment and mount are here made according to RICH, which in some copies are unnecessarily transposed. Those also for serve and ceive, are better as here distinguished.*

## § VI. ARBITRARY AND SYMBOLICAL CHARACTERS.

**NOTE,** The several letters of the short-hand ALPHABET are placed *first*.—Some few Characters are here retained from RICH, which had been omitted, and are distinguished by being in *Italics*, and placed last.

**A**

After	- - - - -	/
above	- - - - -	i
above all	- - - - -	~
about	- - - - -	e
almighty	- - - - -	~
altogether	- - - - -	~
<i>or thus</i>	- - - - -	##
among	- - - - -	A
angel	- - - - -	G
antichrist	- - - - -	T
apostle	- - - - -	Y
as	- - - - -	S
<i>appoint</i>	- - - - -	S
<i>answer</i>	- - - - -	o

**B**

Be, bee	- - - - -	!
blessed, bless	- - - - -	! ,

before*	- - - - -	!
behind	- - - - -	!
between	- - - - -	H
below	- - - - -	!
beneath	- - - - -	!
both	- - - - -	!!
both together	- - - - -	H
belong	- - - - -	L
beginning	- - - - -	E
behave or behalf	- - - - -	A
<i>See have.</i>		
behold	- - - - -	b
believe	- - - - -	bl
<i>or thus</i>	- - - - -	la
Babylon	- - - - -	E
baptism	- - - - -	b

\* To distinguish *before* from *by*,  
make it longer.

## C

Church (*large*) - - C  
 (*small*) that - - - C  
 Christ † - - - - †  
 Christ Jesus - - - +  
 Christian - - - X  
 cross of Christ - - - ≠  
 circumstance - - - ↗  
 company - - - - ↗  
 companion - - - ↗  
 comfort - - - - ↗  
 commandment - - - ↗  
 covetous - - - - ↗  
 congregation - - - A

† In Rich Christ is written X  
 and Christian X

## D

See N for - - - - D  
 David - - - - - D  
 devil, dark - - - X  
 deliver - - - - - D  
 difficult - - - - - D  
 discover - - - - - D  
 Deuteronomy - - - D  
 disorder - - - - - ↗  
 . See order.  
 distinguished - - - - D

## E

See H for - - - - O  
 eminent - - - - - X  
 even - - - - - =  
 equal - - - - - A,  
 ever - - - - - P  
 everlasting (*see last*) P  
 enemy - - - - - O  
 enlarge (*see large*) ↗  
 establish - - - - A  
 evangelist - - - D  
 extraordinary - - - P  
 Exodus - - - - - P  
 eye - - - - - .  
 eyes - - - - - .  
 eternity - - - - P

## F

( ) if or of \* - - -  
 first - - - - - :  
 flesh - - - - - V  
 false - - - - - D  
 fellow - - - - - D  
 fellowship - - - - D  
 follow - - - - - D  
 foundation - - - - A  
 \* To distinguish *of* from *if*,  
 it is better to write I.F.

## G

God - - - - -	1
Godhead - - - - -	15
Genesis - - - - -	4
great - - - - -	4
grateful - - - - -	15
gratitude - - - - -	15
grace - - - - -	4
glory - - - - -	6
gracious - - - - -	16
glorious - - - - -	10
gospel - - - - -	15
gospel of Christ - -	16
give, gift, gave - -	9
better write	11 17 4

## H

Hospitality † - - -	h
he - - - - -	o
his - - - - -	z
have - - - - -	a
Heaven - - - - -	h
Heaven and earth -	h &
heart - - - - -	o
hope - - - - -	h
holiness - - - - -	hrs

† This sign, like the thing signified, has got into disuse.

See the use of h, § VII. p. 17.

Holy Ghost - - - - -	h <sub>1</sub>
hypocrite - - - - -	(h)
hypocrisy - - - - -	(h)
hypocritical - - - -	(h)

## I

In, inn - - - - -	-
is - - - - -	z
it's, 'tis - - - - -	z
in the midst - - - -	z
idolatry - - - - -	t
ignorance - - - - -	~
see knowledge.	
infinite - - - - -	)
infinity - - - - -	)
infinitely - - - - -	z
inherit-ance - - -	~
important, ce - - - o	

## J

Jerusalem (see Y) -	x
Jesus - - - - -	i
Lord Jesus - - - -	i
Jehovah - - - - -	f
or thus - - - - -	h
judge - - - - -	u
justification - - - -	x
joyful - - - - -	y

## K

King	- - - - -	ŋ
kingdom	- - - - -	K
— of Christ	- - - - -	K
— of God	- - - - -	K
— of Heaven	- - - - -	K
knowledge	- - - - -	n
acknowledge	- - - - -	n

## L

Lord	- - - - -	ʊ
Lord Jesus Christ	- - - - -	χ
large	- - - - -	ʊ
last	- - - - -	:
Leviticus	- - - - -	ʊ
Levitical	- - - - -	ʊ

## M

Man	- - - - -	-
many, multitude	- - - - -	≡
Moses	- - - - -	(m)
more easily written	- - - - -	F

## N

Nothing	- - - - -	ŋ
never	- - - - -	P
nevertheless	- - - - -	ŋ
notwithstanding	- - - - -	n

## O

Order	- - - - -	l
obedience	- - - - -	ob
ordinance	- - - - -	p
original	- - - - -	rl
overcome	- - - - -	rl
overplus	- - - - -	pl

## P

Praise	- - - - -	θ
prayer	- - - - -	θ
pride	- - - - -	θ
prisoner	- - - - -	θ
passover	- - - - -	θ
proportion	- - - - -	θ
providence	- - - - -	(θ)
principal, ple	- - - - -	θ
parallel	- - - - -	F
punishment	- - - - -	θm

## Q

Question	- - - - -	q
query	- - - - -	q
quantity	- - - - -	q:

## R

Remnant*	- - - - -	P
----------	-----------	---

\* This coincides with over,  
and is seldom used.

remember - - - - -	R	this - - - - -	E
return - - - - -	e	these - - - - -	E
repent - - - - -	g	those - - - - -	E
repentance - - - - -	g	thus - - - - -	E
recover - - - - -	P	thou - - - - -	G
religion - - - - -	L	triumph - - - - -	f
religious - - - - -	g	together - - - - -	H
rejoice - - - - -	g	thousand - - - - -	10
righteous - - - - -	g	ten thousand - - - - -	100
round about - - - - -	C	tabernacle - - - - -	III
 S			
Small - - - - -	C	too, as two - - - - -	2
shall - - - - -	C	turn - - - - -	V
Sabbath - - - - -	C	truth - - - - -	t
Satan - - - - -	S	U	
salvation - - - - -	S	Upon - - - - -	S
scripture - - - - -	CC	understand - - - - -	V
sacred scriptures - - - - -	ss	understanding - - - - -	V
soul - - - - -	G	underneath - - - - -	V
spirit - - - - -	S	 W	
spiritual - - - - -	S	When - - - - -	
sanctification - - - - -	S	world - - - - -	O
 T			
That - - - - -	C	all over the world -	O
the - - - - -	C	nothing in the world	O
thee - - - - -	I	or thus - - - - -	O
		wilderness - - - - -	(O)
		wicked - - - - -	W
		within O or - - - - -	

without	<i>O</i>	or	- - -	<i>ic</i>		Y
wherein	- - - - -			<i>ic</i>		<i>See J.</i> - - -
wherefore	- - - - -		<i>v</i>			
wise	<i>v</i>	or	- - -	<i>v</i>		
X						
Example	- - - - -	<i>c</i>				
excel	- - - - -	<i>Q</i> ,				
Z						
Zeal	- - - - -	<i>ic</i>				
ET CETERA	- - - - -	<i>ic</i>				

## § VII. CONTRACTIONS.

1. A dot behind a word makes it plural, when the plural is formed by S; as, Gods - worlds .<sup>6</sup>

It also expresses the genitive case, and the third person singular in verbs; as, God's word *s*·*e*, he loves *o*·*w*

2. A dot in a word makes IN or -IN THE; as, in  
order  in the Lord.

8. A dot over a word signifies MAN; as, a good man . Woman may be thus written ..

4. Two dots over a word make MEN; as, all men  
women

5. Two dots under a word make **PEOPLE**; as, all people ~.

6. ( : ) over a word is DOCTRINE; as, Gospel doctrine

7. (...) over a word makes LAW; as, the Christian law ~~X~~

8. (...) after a word,—POWER; as, almighty power ~ . . .

*The same behind a word,—WAY; but this is not worth notice.*

### Signification of certain Letters OVER a Word.

ad . . .	advantage . . . . .	a great advantage . . . . .	/	g
bn . . .	benefit . . . . .	a small benefit . . . . .	/	r
h . . .	happy . . . . .	he is happy . . . . .	/	v
m . . . —	majesty . . . . .	his majesty . . . . .	/	z
n . . . —	nature . . . . .	light of nature . . . . .	/	v
nl . . .	natural . . . . .	very natural . . . . .	/	w
r . . . e	righteous . . . . .	few righteous . . . . .	/	s
s . . .	satisfy . . . . .	it will satisfy . . . . .	/	s
s . . .	satisfaction . . . . .	it is no satisfaction . . . . .	/	s
v . . . ~	vanity . . . . .	childish vanity . . . . .	/	e
z . . . z	sacrifice . . . . .	legal sacrifice . . . . .	/	q

### UNDER a Word.

k . . . ~	covenant . . . . .	Gospel covenant . . . . .	/	g
r . . . e	resurrection . . .	final resurrection . . .	/	z

**NOTE,** In Rich's original work these and other marks for contraction are used to greater advantage, as they express more than a single word; for instance,

- the men of the world,
- the law of God,
- the covenant of grace, &c.

### § VIII. VARIOUS RULES OF ABBREVIATION.

1. A short stroke drawn from a letter makes INC, as, sing Two strokes repeat it, as, singing
2. A curve over a syllable signifies COVER; as, dis-cover recover
3. A large L under a word makes FULL; as, fearful wonderful
4. A vowel at the beginning of a word may be omitted, when the sound of it is made in pronouncing the next consonant; as, art enter empty excellent
5. Some omit the H (as many do in speaking) but this is not to be recommended at the beginning of words, unless where it is not to be pronounced, as in honour; but after W it may be left out; as, whom wherefore

6. Some short words may be joined together; *as*, of God *y* of Christ *t* to be *f* to the */*: with which *c* will not *v*

7. It is a rule of great importance in saving time, to take off the pen as seldom as possible; for the sake of which some other rules may sometimes be dispensed with.

8. But the chief rule of all is, to disregard the true spelling of words, to omit all superfluous letters, and use the fewest which best express the sound of the word.

9. Some long words may be abbreviated by omitting several letters; *as*, peculiarly *o* impracticable *c* inconvenient *u*, especially *s*.

10. But some words of many syllables, and especially compound words, which come too far below the line, may conveniently be divided,

As learners may be at a loss without a teacher, respecting the proper manner of joining some of the letters, and forming some words agreeably to the foregoing rules, various examples are here subjoined.

## § IX. EXAMPLES OF JOINING LETTERS,

### *A Vowel and a Consonant.*

ab	av	er	ol	ug
act	aw	es	om*	uk
ad	ax	et	op	ul
af	eb	ev	or	un
ag	ec	ib	or	up
ak	ed	im	os	ur
al	ef	it	ot	or
am	eg	ob	ov	us
ap	ek	oc	ox	ut
ar	el	od	or	ux
or	em	of	uc	
as	ep	og	ud	
at	eq	ok	uf	

† ath, see § II. 2.

\* See § II. 4.

### *Two Consonants; or a Consonant with a Vowel.†*

bc	br	cf	db	dn
bd	bs	cg	dc	dp
bf	bt	cm	dd, did	dr
bg	bw*	cp	de	ds
bh	by	cr	df	dv
bl	cb	or	dg	dw
bn	cd	es	dk	dy
bp	ce	eu	dl	fc

† Several of these occur in the middle of words only.

\* See § III. 4.

fd	kt	pd	sh	h	we
fg	kw	ph	sk	h	wg
fl	lb	pk	sl	e.	wh
fp	lc	pl	sp	s.	wl
fr	ld	or	sq	f	wp
fs	le	pr	sr	c	wr
ft	lf	or	st	s	xc
fy	lg	ps	sv	c	xd
gc	lm	pt	sy	y	xh
gd	lp	qcq	tb	k	xk
gh	lr	qd	tc	l	xl
gl	ls	ql	td	s	xm
gn	lt	qr	te	h	xp
gs	lv	rc	tf	z	xr
gy	ly	rd	th	h	xs
hc	mb	rf	tl	l	xt
hd	mc	rg	tn	z	ye
hg	md	rl	tp	s	yd
hl	me	rm	tr	l	ye
hn	mg	rp	ts	z	yf
hp	mk	rs	tw	l	yl
hr	ml	rt			yr
kb	mn	rv	V, See		ys
kc	mp	rw	the Vowel		yet
kd	mr	sc		U,	zl
kl	or	sd		p. 20.	zr
kn	ms	se			or
kp	mt	sf	we		
kr	pc	sg	wd		

\* See § III. 5.

† See § III. 4.

‡ See § II. 2.

§ X. WORDS OF ONE SYLLABLE, with two or  
more Consonants, and the VOWEL'S PLACE  
observed according to § IV.

bare	ground	pump	throat
best	hall	race	vain
boast	hand	rest	vend
bust	heal	rich	vex
bread	held	risk	vest
bright	hill	roast	vine
brute	hilt	rust	voice
dan	hull	sand	war
drain	hurt	stand	waste
dine	lane	string*	wilt
dint	land	song	would
fell	lend	strung	or
felt	lime	take	wit
frail	lost	task	white
flight	made	tribe	worst
fool	mast	trust	year
fond	mist	tooth	yon
fruit	must	touch	young
gain	pack	trunk	youth
grand	park	think	or
grind	post	thought	

\* See § VIII. 1.

† See § II. 2.

*In the following words the vowels are written. See § IV. 7.*

name	- - -	leave	- - -	chief	- - -
main	- - -	mean	- - -	moon	- - -
taught	- - -	mere	- - -	won	- - -
beat	- - -	weep	- - -	pound	- - -
let	- - -	sweet	- - -	foul	- - -

**NOTE,** The vowel U has seldom occasion to be written but at the beginning of a word; unless when it is used, as it may conveniently be at the end of a word, instead of W; *as, now* *how* *law*

The vowel E is oftener written than any other, consequently its place is seldomest used, and therefore A may sometimes be admitted to take it, as will in some cases be found convenient; especially for the tallest letters; *as, harm*

#### § XI. EXAMPLES OF WORDS consisting of TWO or MORE SYLLABLES, with the different VOWELS' PLACES.

**NOTE,** The first letter of every word must be written in the *line*, and the others above or below it, according as the places of the vowels are.

Almost - - - - -	v̄y	ignoble - - - - -	v̄y
article - - - - -	ḡv̄	juniper - - - - -	v̄y
attribute - - - - -	bj̄	justice - - - - -	v̄y
banish - - - - -	v̄c	kindle - - - - -	v̄y
brighten - - - - -	v̄y	kindness - - - - -	v̄y
broken - - - - -	v̄z	lovely - - - - -	v̄v
danger - - - - -	v̄v	lonesome - - - - -	v̄z
dimly - - - - -	v̄v̄	lumber - - - - -	v̄v
empty - - - - -	v̄.	malice - - - - -	v̄v
entire - - - - -	v̄v	mighty - - - - -	v̄v
former - - - - -	v̄e,	murmur - - - - -	v̄e
formerly - - - - -	v̄e.	number - - - - -	v̄v
forerunner - - - - -	v̄y	opposite - - - - -	v̄v
fortune - - - - -	v̄y	pardon - - - - -	v̄v
fortunate - - - - -	v̄y	purpose - - - - -	v̄v
garnish - - - - -	v̄v̄	punish - - - - -	v̄v
ginger - - - - -	v̄v̄	quarrel - - - - -	v̄v
governor - - - - -	v̄v	quietly - - - - -	v̄v
harmless - - - - -	v̄v̄	ramble - - - - -	v̄v
heathen - - - - -	v̄v	reptile - - - - -	v̄v
humble - - - - -	v̄v	rudeness - - - - -	v̄v
humility - - - - -	v̄v	safety - - - - -	v̄v
idle - - - - -	v̄v	seemly - - - - -	v̄v
idleness - - - - -	v̄v	somebody - - - - -	v̄v

tarnish - - - - -	1 <sup>c</sup>	winter - - - - -	1 <sup>c</sup>
terrify - - - - -	1 <sup>e</sup>	worship - - - - -	1 <sup>e</sup>
trifle - - - - -	1 <sup>v</sup>	worthy - - - - -	1 <sup>e</sup>
trusty - - - - -	1 <sup>f</sup>	exercise - - - - -	1 <sup>cc</sup>
tumble - - - - -	1 <sup>l</sup>	exist - - - - -	1 <sup>s</sup>
umpire - - - - -	1 <sup>f</sup>	existence - - - - -	1 <sup>c</sup>
uproar - - - - -	1 <sup>e</sup>	extasy - - - - -	1 <sup>e</sup>
vanish - - - - -	1 <sup>e</sup>	exemplify - - - - -	1 <sup>ur</sup>
venture - - - - -	1 <sup>z</sup>	yearly - - - - -	1 <sup>v</sup>
vineyard - - - - -	1 <sup>ys</sup>	yonder - - - - -	1 <sup>z</sup>
walker - - - - -	1 <sup>v</sup>	younger - - - - -	1 <sup>v</sup>
weather - - - - -	1 <sup>c</sup>	zealot - - - - -	1 <sup>v</sup>

§ XII. EXAMPLES OF WORDS compounded  
wholly or in Part of the PREPOSITIONS and  
TERMINATIONS. See § V.

Action - - - - -	1 <sup>a</sup>	contemplation - - -	1 <sup>e</sup>
command - - - - -	1 <sup>g</sup>	carriage - - - - -	1 <sup>m</sup>
commend - - - - -	1 <sup>o</sup>	courage - - - - -	1 <sup>y</sup>
commendation - - -	1 <sup>z</sup>	encouragement - - -	1 <sup>ym</sup>
commotion - - - -	1 <sup>g</sup>	corruption - - - - -	1 <sup>ag</sup>
commiseration - - -	1 <sup>ca</sup>	undertake - - - - -	1 <sup>u</sup>
contempt - - - - -	1 <sup>T</sup>	undermine - - - - -	1 <sup>v</sup>

prayer - - - - -	o'	vision - - - - -	w
practice - - - - -	r	visionary - - - - -	w:
preserve - - - - -	o\$	lament - - - - -	m
preservation - - - - -	ll	lamentation - - - - -	m
produce - - - - -	g	mountain - - - - -	m
production - - - - -	g	surmount - - - - -	m
prudence - - - - -	g	present - - - - -	o
temper - - - - -	t	conscience - - - - -	o
temperance - - - - -	v r	conceive - - - - -	g
temptation - - - - -	l	transit - - - - -	g
probation - - - - -	l	translation - - - - -	o
counsel - - - - -	l	entrance - - - - -	o
countenance - - - - -	g t	service - - - - -	o
vacation - - - - -	e	subserve - - - - -	g
vocation - - - - -	o	sufficient - - - - -	g
convocation - - - - -	l	subvert - - - - -	g
avocation - - - - -	g	pious - - - - -	g
relation - - - - -	g	virtuous - - - - -	g
ordination - - - - -	l m	curious - - - - -	g
national - - - - -	n	curiosity - - - - -	g

### § XIII. ADDITIONAL DIRECTIONS TO WRITERS OF SHORT-HAND.

1. Be careful to form all the letters true, and in their just proportion: especially to make the upright strokes perpendicular.
2. Avoid all kinds of flourishes, which cause confusion, and let no words be written so long as to interfere with any in the line above or below.
3. In contracting words take care that they become not obscure. Those who have occasion to read to others what they write, should particularly attend to these hints.
4. They would do well also, to write rather large, especially at first; to leave proper spaces between the words and lines, and likewise to make necessary stops. A comma and semicolon should be made large, and rather below the line: a colon is distinguished by a long upright stroke, thus [ | ] and a period by a double stroke [ || ]; for other stops the common ones are used.
5. Take care to write well before you attempt to write fast; in order to which repeatedly transcribe the examples of words here given, in a copy-book, as in learning any other writing.

6. Habituate yourself to read what you have written, and if you have opportunity, procure a manuscript from some good writer of this short-hand, and transcribe it with care.

7. Writing *swiftly* must be gradually acquired by use. It is of considerable advantage in writing after any speaker, to hold the pen almost perpendicularly, and to have pens formed for this purpose. The smaller the writing the more expeditious. See also § VIII. 9.

\* \* \* With respect to *figures*, none can have the preference to those in common use; except the 1 *one*, which resembles A T / it is therefore usual to write 10

For the days of the week, some make use of the astronomical signs:

Sunday	○	Tuesday	♂	Thursday	♃	Saturday	
Monday	☽	Wednesday	♀	Friday	♀	++	

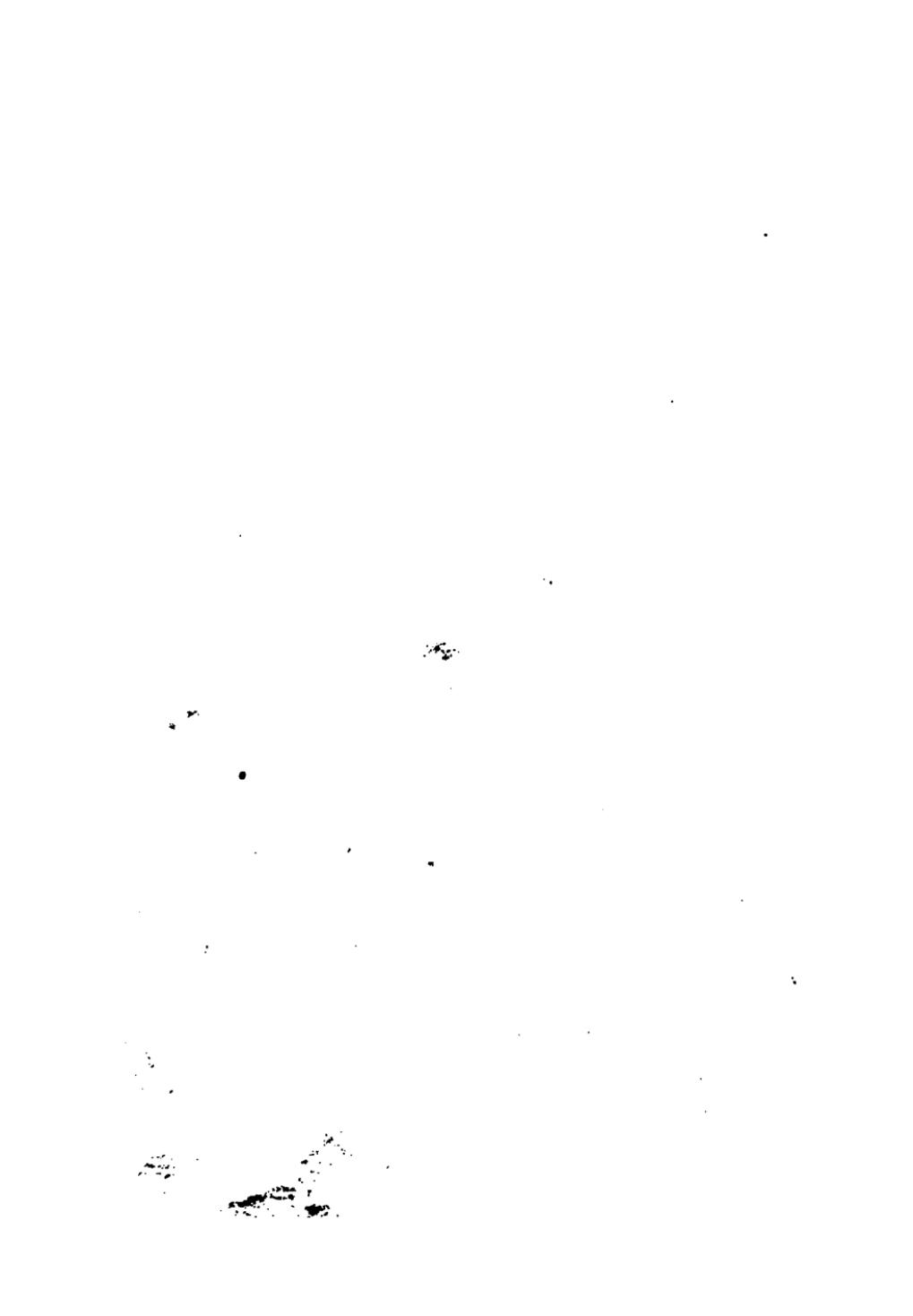
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### SPECIMEN OF SHORT-HAND.

#### *The Lord's Prayer.*

Our Father which art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive them that trespass against us. And lead us not into temptation, but deliver us from evil.















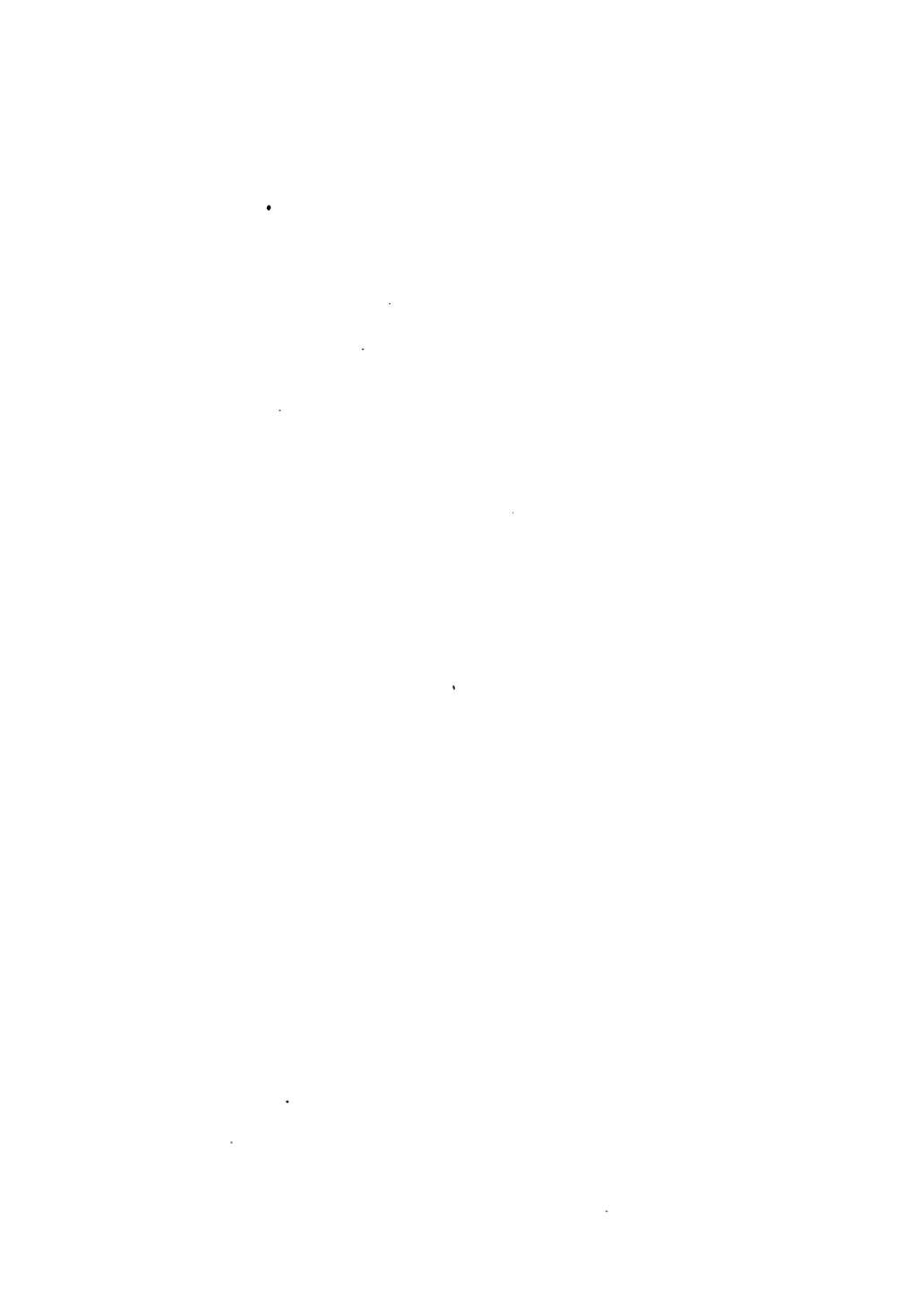






























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